



**RECRUITMENT OF HUMAN RESOURCE ON CONTRACT BASIS FOR MOBILE BANKING DEPARTMENT IN BANK OF BARODA**

***Join India's International Bank For A Challenging & Progressive Career***

<b>Online Registration of Application starts from : 28.09.2020</b>	<b>Last date for Online Registration of Application &amp; Payment of fees: 19.10.2020</b>
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Bank of Baroda, One of India's Largest Banks is looking for qualified Specialist officials on contractual basis for Mobile Banking Department who can lead & support the Bank to enhance customer experience through Mobile Banking eco system consisting of Banking & Financial Services, Wealth Management & Insurance, Merchant Eco-system.

**PLEASE NOTE THAT**

1.	Candidates are advised to check Bank's website <a href="http://www.bankofbaroda.co.in/careers.htm">www.bankofbaroda.co.in/careers.htm</a> regularly for details and updates. Call letters/advices, where required will be sent by e-mail only. All revisions/corrigendum(if any) will be hosted on the Bank's website only
2.	All correspondence will be made only on the email ID mentioned by the candidate in their online application form and the same has to be kept active for receiving communication viz., call letters/Interview Dates/advices etc.
3.	A candidate can apply for only one post under this project
4.	The process of Registration of application is complete when fee is deposited with the Bank and documents in support of eligibility are uploaded/submitted on Bank's online portal.
5.	Before applying, candidates should ensure that they fulfill the eligibility criteria for the post as on the date of eligibility
6.	Post qualification experience below 6 months in any organization would not be considered
7.	Only Candidates willing to serve anywhere in India, should apply.

**VACANCIES AND OTHER DETAILS IN RESPECT OF VARIOUS POSTS (as on 28.09.2020)**

Sn	POST	Age	Qualification	Experience	Role & Responsibilities
1	Mobile Banking : Product Lead - 1 Vacancy	Min 27 Years - Max 45Years	The candidate must hold a degree in Engineering/Technology.  Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -7- years of full-time experience working with leading BFSI organisation, preferably in mobile banking vertical with exposure to BFSI products and channels as part of a bank's product team, digital innovation or transformation team.	<ul style="list-style-type: none"> <li>Conceptualize the end-to-end product roadmap of mobile banking eco-system consisting of Banking &amp; Financial Services, Recharge &amp; Bill Payments, Wealth Management &amp; Insurance, Merchant Eco-system etc.</li> <li>Advance digital innovations in various customer journeys and participate in strategy and roadmap that will position the bank with best-in-class Digital Banks.</li> <li>Review existing mobile banking offerings for enhancements with respect to business goals, competitiveness and revenue opportunities.</li> <li>Spot, collaborate and design solutions in partnership with Fintech firms for innovative use of emerging technologies in mobile-banking vertical of the bank and enrich customer experience.</li> <li>Strategize and manage mobile innovations roadmap to support bank's digital journey.</li> <li>Ensure internal collaboration within bank, along with the adherence to all laid down processes by audit, legal, compliance etc. to streamline the development of m-banking products and services.</li> <li>Manage overall relationships with internal stakeholders for efficient conceptualization and execution of the innovation projects specific to m-banking.</li> <li>Work with regulatory bodies like NPCI and RBI to get the approval/direction of implementation of new age technology, as and when required.</li> <li>Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.</li> </ul>
2	Mobile Banking : Eco-system Partnerships Lead - 1 Vacancy	Min 25 Years - Max 40Years	The candidate must hold a degree in Engineering/Technology.  Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -5- years of full-time experience working with leading companies such as banks/Fintechs/start-ups, with hands-on experience of concluding partnerships, especially around mobile-banking domain.	<ul style="list-style-type: none"> <li>To lead in creation of mobile banking solutions particularly focusing on a partnership framework.</li> <li>To identify relevant opportunities and conclude the partnerships for larger banking relationship across eco-systems like Retail and Corporate Banking, Wealth Management, Insurance, Travel, Shopping etc.</li> <li>Creation of holistic mobile banking partnership strategy and identify new areas for collaboration by understanding existing banking products.</li> <li>Approach, initiate, negotiate, on-board, contract with potential partnerships.</li> <li>Work with internal technology and allied verticals as well as external strategic business partners to expand and advance bank's mobile banking channels.</li> <li>Build highly collaborative relationships by managing cross-functional teams through project management, attention to detail, processes, and networking.</li> <li>Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.</li> </ul>
3	Mobile Banking : UI/UX Designer - 1 Vacancy	Min 25 Years - Max 40Years	The candidate must hold a degree in Engineering/Technology.  Candidate with Masters/ Post Graduate degree & more relevant experience will be given preference	Minimum -4- years of full-time experience working with leading BFSI organisation or technology firm, preferably in mobile banking vertical with hands-on experience in developing UI/UX mobile banking apps through design software and wireframe tools.	<ul style="list-style-type: none"> <li>Gather and evaluate user requirements, in collaboration with product managers and engineers.</li> <li>Design graphic user interface elements like menus, tabs and widgets for Bank's mobile banking app.</li> <li>Implement new user interfaces and features together with automated unit and integration tests.</li> <li>Identify and troubleshoot UI/UX issues of m-banking products.</li> <li>Conduct layout adjustments based on user feedback.</li> <li>Ensure the best performance and user experience of the application.</li> <li>Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.</li> </ul>
4	Mobile Banking : Tech Architecture Lead - 1 Vacancy	Min 25 Years - Max 40Years	The candidate must hold a degree in Engineering/Technology.  Candidate with Masters/ Post Graduate degree &	Minimum -5- years of full-time experience working with leading BFSI organisation, preferably in mobile banking vertical with hands-on experience in developing the tech architecture for mobile	<ul style="list-style-type: none"> <li>Lead co-ordination of entire development life cycle of the project to ensure successful completion of projects as per project plan and timelines from Concept initiation, Requirement Gathering, Sign off for FSD, BRD, Design/UI &amp; Development etc.</li> <li>Strong knowledge of architectural patterns like MVP, MVC, MVVM, and Clean Architecture and the ability to choose the best solution for mobile app.</li> <li>Ensure the maintenance of operational efficiency and risk &amp; control framework within the specialist support areas as per operational and procedural guidelines.</li> </ul>

		more relevant experience will be given preference	banking apps.	<ul style="list-style-type: none"> <li>• Knowledge of server-side technology to architect applications or data to build scalable, high-performing m-banking solutions.</li> <li>• Undertake benchmarking exercise to compile and evaluate best practices being undertaken by key competitors.</li> </ul>
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**Credit History:** In case a candidate is selected, apart from the mandatory qualifications as above, the candidates is required to fulfill the condition of having a minimum CIBIL score of 650 or above at the time of joining. The Score is as decided by the Bank from time to time.

**Application fees:** Rs. 600/- for Unreserved, EWS & OBC candidates + applicable taxes & transaction charges  
Rs. 100/- for SC, ST & PWD + applicable taxes & transaction charges

**RESERVATION IN POSTS:-**

SC	ST	OBC	EWS	UR	TOTAL	Out of which PWD
0	0	0	0	4	4	0

**Abbreviations stand for:** SC - Scheduled Caste, ST - Scheduled Tribe, OBC - Other Backward Classes, EWS – Economically Weaker sections, UR- Unreserved, PWD - Persons With Disability, OH-Orthopedically Handicapped, HI - Hearing Impaired, VI- Visually Impaired. Please note that change of category will not be permitted at any stage after registration of online application.

**A. REMUNERATION:**

Remuneration offered will be on CTC basis as per market benchmarks and is negotiable based on candidate’s qualifications, experience and overall suitability for the respective posts. Proposed CTC for each positions is as under:

Position	Indicative P.A. CTC in Rs. Lacs
Mobile Banking : Product Lead	20-25
Mobile Banking : Eco-system Partnerships Lead	15-20
Mobile Banking : UI/UX Designer	15-20
Mobile Banking : Tech Architecture Lead	15-20

However, Compensation will not be a limiting factor for the right candidate and will be discussed on a case to case basis, and will be considered based internal & external factors, including the qualifications, experience and overall suitability of the successful candidates for the said post.

**B. NATURE OF EMPLOYMENT**

Contractual Engagement for a period of 3 years, with periodic performance review. The term of engagement may be extended at the option of the Bank.

**C. LOCATION OF POSTING :** The location of positng shall be Mumbai. The candidate may be deputed to work with the team(s) within the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.

**D. SELECTION PROCEDURE:**

Selection will be based on short listing and subsequent round of Personal Interview and/or Group Discussion and/or any other selection method.

- Bank reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.
- The Bank reserves its right to call for selection process, candidates in a ratio, at its sole discretion.
- Candidates will be shortlisted for Interview /any other method of selection based on their qualification, experience and overall suitability.
- Most suitable candidates will be called for GD/ & PI or any other method of selection and merely applying/meeting the minimum eligibility criteria for the post does not entitle the candidate to be eligible for the selection process.
- The qualifying marks in test/Interview/selection procedure will be decided by the Bank.
- A candidate should qualify in all the processes of selection, i.e. written test and/or GD and/or PI and/or other selection method (as the case may be) and only those who are sufficiently high in the merit will be shortlisted for subsequent processes
- In case more than one candidate scores the cut off marks (common mark at cut off point), such candidates will be ranked according to their age in descending order.

**E. HOW TO APPLY:**

**Candidates are required to have a valid personal email ID and Contact No.** It should be kept active till completion of this recruitment project. Bank may send call letters for GD and/or interview through the registered email ID. In case, a candidate does not have a valid personal email ID, he/she should create his/ her new email ID before applying Online.

**a) GUIDELINES FOR FILLING ONLINE APPLICATION:**

- Candidates will be required to register themselves online through Bank’s website [www.bankofbaroda.co.in/careers.htm](http://www.bankofbaroda.co.in/careers.htm) and pay the application fee using Debit Card / Credit Card / Internet Banking etc.
- Candidates need to upload their Bio-data while filling online application. Candidates are also required to upload their scanned photograph & Signature. Please refer to Annexure I regarding scanning of photograph & signature.
- Candidates should visit Bank’s website [www.bankofbaroda.co.in/Careers.htm](http://www.bankofbaroda.co.in/Careers.htm) and open the appropriate Online Application Format, available through the link mentioned in the advertisement.
- Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be possible/ entertained. Prior to submission of the online application candidates are advised to use the “**VERIFY**” facility to verify the details in the online application form and modify the same if required. No change is permitted after clicking on **SUBMIT** button. Visually Impaired candidates will be responsible for carefully verifying/ getting the details filled in, in the online application form properly verified and ensuring that the same are correct prior to submission as no change is possible after submission.
- The name of the candidate and his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ mark sheets. Any change/ alteration found may disqualify the candidature.

- vi. An online application which is incomplete in any respect and unsuccessful fee payment will not be considered as valid.
- vii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- viii. Bank of Baroda does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of Bank of Baroda.
- ix. Candidates will also be required to submit documents in support of their eligibility in the Bank's portal / through any other process as required by the Bank

**b) PAYMENT OF FEES:**

- i. Application fees and Intimation Charges (Non-refundable) ` 600/-for General and OBC candidates (plus applicable GST & transaction charges) and ` 100/- (Intimation charges only) for SC/ ST/PWD candidates (plus applicable GST & transaction charges). Bank is not responsible if any of the candidates makes more than one payments.
- ii. Fee payment will have to be made online through payment gateway available there at.
- iii. After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application. No change/edit will be allowed thereafter.
- iv. The payment can be made by using Debit Card / Credit Card / Internet Banking etc. by providing information as asked on the screen. Transaction charges for online payment, if any, will be borne by the candidates.
- v. On successful completion of the transaction, e-receipt and application form with the data entered by the candidate will be generated, which should be printed and retained by the candidate.
- vi. If the online transaction is not successfully completed, please register again and make payment online.
- vii. There is also a provision to reprint the application form containing fee details, at later stage.

**c) GENERAL INFORMATION:**

- i. The selected candidate will be required to sign an employment contract.
- ii. Candidates should satisfy themselves about their eligibility for the post applied for as on the cut-off date (25.09.2020) and also ensure that the particulars furnished by him/her are correct in all respects.
- iii. In case of multiple applications, only the last valid (complete) application will be retained and the application fee/intimation charge paid for other registration will stand forfeited. Multiple appearance by a candidate for a single post in interview will be summarily rejected/candidature cancelled.
- iv. Candidates will have to appear for the GD/interview at their own expense. However, eligible outstation SC/ST/Persons with Benchmark Disabilities category candidates called for GD/ interview will be paid II class to & fro railway/bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Benchmark Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings /Local Government, Institutions and Panchayats etc.
- v. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- vi. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- vii. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated.
- viii. Decisions of bank in all matters regarding eligibility, conduct of interviews, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the bank in this regard.
- ix. **Intimations, where required will be sent by email and/ sms only to the email ID and mobile number registered in the online application form.** Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorised Bank's website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in) for latest updates.
- x. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Mumbai and courts/tribunals/forums at Mumbai only shall have sole and exclusive jurisdiction to try any cause/dispute.

**F. ANNOUNCEMENTS**

All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorised Bank's website [www.bankofbaroda.co.in](http://www.bankofbaroda.co.in) from time to time under **Career section-Current Opportunities**. No separate communication/intimation will be sent to the candidates who are not shortlisted/selected in the process. All notification/communication placed on the Banks' website shall be treated as initiation to all the candidates who have applied for the said project.

**Disclaimer:** - Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection, process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any of the recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect. **Clarifications/Decisions of the Bank in respect of all matters pertaining to this recruitment would be final and binding on all candidates.**

Merely satisfying the eligibility criteria norms does not entitle the candidate to be called for test/ GD/ interview. The Bank reserves the right to call only the requisite number of candidates for test/GD/ interview after preliminary screening/ short-listing with reference to the candidate's age, qualification, essential requirements, suitability etc.

The Bank reserves the right to reject any application/candidature at any stage or cancel the conduct of test /GD/ interview or to cancel the Recruitment Process entirely at any stage without assigning any reason.

**Mumbai  
28.09.2020**

**General Manager (HRM)**

**GUIDELINES FOR SCANNING THE PHOTOGRAPH (4.5cmX3.5cm) & SIGNATURE :**

Before applying online, a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below:-

**(i) Photograph Image :-**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable, religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of the file should be between 20kb – 200kb.
- Ensure that the size of the scanned image is not more than 200kb. If the size of the file is more than 200kb, then adjust the settings of the scanner such as the DPI resolution, no of colours etc during the process of scanning.

**(ii) Signature Imaging :-**

- The applicant has to sign on white paper with Black Ink Pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Call letter and wherever necessary.
- If the applicant's signature on the answer script at the time of the examination does not match the signature on the Call letter, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of the file should be between 10kb – 200kb.
- Ensure that the size of the scanned image is not more than 200kb.
- **Signature in CAPITAL LETTERS shall NOT be accepted**

**(iii) Scanning the photograph & signature :-**

1. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
2. Set the colour to True Colour
3. File size as specified above
4. Crop the image in the scanner to the edge of the photograph/ signature, then use the upload editor to crop the image to the final size (as specified above).
5. The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

***Candidates using MSWindows/ MSOffice can easily obtain photo and signature in .jpeg format not exceeding 200kb by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 200kb (signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.***

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form, the candidate will be provided with a link to upload his photograph and signature.

**(iv) Procedure for uploading the Photograph and Signature :-**

- (i) There will be two separate links for uploading Photograph and Signature.
- (ii) Click on the respective link 'Upload Photograph/ Signature'.
- (iii) Browse and select the location where the scanned photograph/ signature file has been saved.
- (iv) Select the file by clicking on it.
- (v) Click the upload button.

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

**Note :-**

1. *In case the face in the photograph or signature is unclear, the candidate's application may be rejected.*
2. *After registering online, candidates are advised to take a printout of their system generated online application forms.*
3. *In case, the photograph or signature is unclear, the candidate may edit his application and re-upload his photograph or signature.*

## ANNEXURES - FORMS

### FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM.

1. This is to certify that Sri / Smt / Kum\* \_\_\_\_\_ son / daughter\*  
of \_\_\_\_\_ of village / town\* \_\_\_\_\_ in  
District / Division\* \_\_\_\_\_ of the State / Union Territory\* \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Caste/Tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under :

- \* The Constitution ( Scheduled Castes) Order, 1950 ;
- \* The Constitution ( Scheduled Tribes) Order, 1950 ;
- \* The Constitution (Scheduled Castes)(Union Territories)Orders, 1951 ;
- \* The Constitution (Scheduled Tribes)(Union Territories)Order, 1951 ;

[as amended by the Scheduled Castes and Scheduled Tribes lists Modification) Order,1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation)Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act,1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987.];

- \* The Constitution (Jammu and Kashmir) Scheduled Castes Order,1956 ;
- \* The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962 ;
- \* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 ;
- \* The Constitution (Pondicherry) Scheduled Castes Order 1964;
- \* The Constitution (Uttar Pradesh) Scheduled Tribes Order,1967;
- \* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 ;
- \* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 ;
- \* The Constitution (Nagaland) Scheduled Tribes Order, 1970 ;
- \* The Constitution (Sikkim) Scheduled Castes Order, 1978 ;
- \* The Constitution (Sikkim) Scheduled Tribes Order, 1978 ;
- \* The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989 ;
- \* The Constitution (Scheduled Castes) Orders (Amendment)Act, 1990;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1991 ;
- \* The Constitution (ST) Orders (Second Amendment) Act,1991 ;
- \* The Constitution (ST) Orders (Amendment) Ordinance, 1996;
- \* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;
- \*The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;
- \*The Constitution (Scheduled Caste and Scheduled Tribes) Order (Amendment) Act, 2002;
- \*The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002].

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# 2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes\* Certificate issued to Shri / Smt / Kumari\* \_\_\_\_\_ Father /Mother\* of Sri / Smt / Kumari\* \_\_\_\_\_ - \_\_\_\_\_ of village / town \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the \_\_\_\_\_ Caste / Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* in the State/Union Territory\* issued by the \_\_\_\_\_ [Name of the authority] vide their order No. \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Smt/Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District / Division\* of the State / Union Territory\* of \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Place: \_\_\_\_\_ [With seal of Office]  
Date : \_\_\_\_\_ State/Union Territory

Note : The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\* Please delete the words which are not applicable.

# Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner / Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally resides.

Note : The Certificate is subject to amendment/modification of Scheduled Castes and Scheduled Tribes lists from time to time

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FORM OF CERTIFICATE TO BE PRODUCED BY  
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT  
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt. / Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village/Town \_\_\_\_\_ District/Division \_\_\_\_\_ in the State/ Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ \*. Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons /sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993 \*\*.

Dated : \_\_\_\_\_ District Magistrate

Deputy Commissioner etc.

Seal

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\* - the authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* - As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The Prescribed proforma shall be subject to amendment from time to time as per Government of India Guidelines.

**FORM-I**

**Disability Certificate**

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)  
(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_

Age \_\_\_\_\_ years, male/female Registration No. \_\_\_\_\_ permanent resident of House

No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office

\_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed above,

and am satisfied that :

(A) he/she is a case of :

- Locomotor disability
- Blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is \_\_\_\_\_

(A) He/She has \_\_\_\_\_% (in figure) \_\_\_\_\_ percent (in words) permanent physical impairment/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is  
issued.



**FORM - II**  
**Disability Certificate**  
(In case of multiple disabilities)  
(Prescribed proforma subject to amendment from time to time)  
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

<b>Recent PP size</b> <b>Attested</b> <b>Photograph</b> (Showing face only) of the person with disability
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Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Sh  
\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_\_  
Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident  
House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Po  
Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affix  
above, and are satisfied that :

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows

In figures :- \_\_\_\_\_ percent

In words :- \_\_\_\_\_ percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

**FORM - III**

**Disability Certificate**

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size  
Attested  
Photograph  
(Showing face  
only) of the  
person with  
disability

Certificate No. :

Date :

This is to certify that I have carefully examined

Shri/Smt./Kum. \_\_\_\_\_ son/wife/daughter of Shri

\_\_\_\_\_ Date of Birth (DD / MM / YY) \_\_\_\_ \_\_\_\_

Age \_\_\_\_\_ years, male/female \_\_\_\_\_ Registration No. \_\_\_\_\_ permanent resident of

House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post

Office \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_, whose photograph is affixed

above, and am satisfied that he/she is a Case of \_\_\_\_\_ disability. His/her extent of percentage

physical impairment/disability has been evaluated as per guidelines (to be specified) and is shown against the relevant

disability in the table below :

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after \_\_\_\_\_ years \_\_\_\_\_ months, and therefore this certificate shall be valid till (DD / MM / YY) \_\_\_\_\_

@ - e.g. Left/Right/both arms/legs

# - e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)  
(Name and Seal)

Countersigned

{Countersignature and seal of the  
CMO/Medical Superintendent/Head of  
Government Hospital, in case the  
certificate is issued by a medical  
authority who is not a government  
servant (with seal)}

Signature/Thumb  
impression of the  
person in whose  
favour disability  
certificate is issued.

Government of .....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. ....

Date : .....

**VALID FOR THE YEAR .....**

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... permanent resident of ..... Village/Street ..... Post Office..... District..... in the State/Union Territory ..... Pin Code ..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year ..... His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities

2. Shri/Smt./Kumari ..... belongs to the ..... caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office .....

Name .....

Designation .....

Recent  
Passport size  
attested  
photograph  
of the  
applicant

\*Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\*Note 2 : The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*Note 3 : The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**NOTE :-**

The Income and Asset Certificate issued 'by anyone of the following authorities in the prescribed format as given above shall only be accepted as proof of candidate's claim as 'belonging to EWS : -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner,
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate,
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.